

## REPORTS INVENTORY

PREPARE IN DUPLICATE

SRB III

1. TITLE OF REPORT (If a fill-in report include Form No.)

III - Date of GRADE Report for D CAREERLISTS

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

✓ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

✓ PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)

1

7. FORMAT (memorandum, form  
computer print-out, etc.)

CD-3

8. ADP PROCESSING

✓ YES

IF YES GIVE ADP PROCESSING NO.

NO

P-17

9. PREPARING COMPONENT (include lowest level  
contributing information to report)

OCS/OPERATIONS

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

Form 1150 + T/O MASTER

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-06-3	4.21		.27		1.22		12		14.64

## B. COSTS OF COMPUTER PRODUCED REPORTS

					.60		12		7.20
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TOTAL COSTS PER YEAR

\$ 21.84

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

The D CAREER SERVICE requested this date of grade run with  
the position information on it and they wanted the most current information  
in the computer

## 14. FUTURE GOALS

15. PROPOSED BY COMPONENT FOR THIS REPORT

✓ RETAIN AS IS ☐ OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

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16. DATE OF INVENTORY

26 OCT 1970